Requirements and Resources for Principal and Assistant/Vice Principal (AP/VP) Evaluations in 2014-15

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Component		State Requirement(s)*	State Deadline(s)*	Resources
Training	Evaluation Rubric Notification	All teaching staff members must be notified of policies & procedures related to rubric	• Must be given by October 1	• *NJAC 6A:10-2.2(a3)*
	Principal Training	Principals must be trained on each component of evaluation; more thorough training if new to district	• Must occur annually; State recommends this happen prior to first observation	• Principal Evaluation Web Page • Principal Evaluation Overview
	Evaluator Training	Thorough training for observers on district practice instrument, plus yearly refresher training	• Must be complete prior to first observation for the purpose of evaluation	• Principal Evaluation Web Page • Principal Evaluation Overview
Evaluators	Qualifications	Must be CSA or designee & hold admin. certificate (principal or admin. endorsement if observing VP/AP; admin. endorsement if observing principal)	• Must be determined prior to observation for purpose of evaluation	• *NJAC 6A:10-5.4*
Principal Observations		Each principal/AP/VP must receive at least 3 observations if non-tenured and 2 if tenured, each with a post-conference	• Non-tenured principals: Must be done by 4/30 (notification of contract status by 5/15) • Tenured principals: Must be done prior to Summary Conference	• Summary of Legal Requirements for Principal Evaluation and Tenure Cases
Evaluation Scoring	Principal Practice	Each principal must receive 1.0-4.0 numerical score based on observation instrument	• Must be done by Summary Conference	• Principal Evaluation Scoring Guide
	Evaluation Leadership	Each principal must receive 1.0-4.0 numerical score based on Evaluation Leadership Instrument	• Must be done by Summary Conference	• Principal Evaluation Scoring Guide • AP/VP Evaluation Leadership Instrument • 2014-15 AP/VP Evaluation Leadership Scoring Worksheet • Principal Evaluation Leadership Instrument • 2014-15 Principal Evaluation Leadership Scoring Worksheet
	Administrator Goals	Each principal must receive a 1.0-4.0 score based on 1-4 goals set with supervisor approval	• Goals set by October 31 • Goals scored when data is available; preferably by Summary Conference	• Sample Administrator Goals • Principal Evaluation Scoring Guide

* Some districts may have additional requirements and/or earlier deadlines for various components.

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Evaluation Scoring	SGO Average	Each principal must receive 1.0-4.0 score based on average of assigned teachers' SGOs	• When data is available; preferably by Summary Conference	• Principal Evaluation Scoring Guide
	mSGP (if applicable)	Qualifying principal receive 1.0-4.0 score based on student growth on state assessment	• Provided from NJDOE in fall/winter of following school year	• mSGP Conversion Chart • 2013-14 mSGP Report User Guide • 2013-14 mSGP Report Memo
	Summative Rating	Each available weighted component must be added to derive a 1.0-4.0 summative rating	• Non-mSGP principals: preferably by Summary Conference • mSGP principals: fall/winter next school year	• Principal Evaluation Scoring Guide • Calculate Your Rating Tool
Annual Summary Conference		All teaching staff members participate in conference with supervisor to review eval. results	• Must be done by end of school year	• Optional non-mSGP form (Word | PDF) • Optional mSGP form (Word | PDF)
Individual Professional Development Plans	Professional Development Plan (PDP)	Must address at least one area derived from results of observations & evidence in previous evaluation	• Must be created at end of school year for following year OR within 30 instructional days of arrival in a new district	• Overview of PDP and CAP Requirements • Optional PDP Template and Sample (Word | PDF) • Optional Blank PDP Template (Word)
	Corrective Action Plan (CAP)	Replaces PDP for any principal rated Partially Effective or Ineffective on most recent evaluation; includes mid-year evaluation & at least one additional observation	• Must be in place by 9/15 if rating assigned by end of previous year OR within 15 working days of receiving the rating (if after start of school year)	• Overview of PDP and CAP Requirements • Optional CAP Template and Sample (Word | PDF) • Optional Blank CAP Template (Word)
District Evaluation Advisory Committee (DEAC)		Specified members must oversee/guide planning & implementation of district evaluation policies & procedures	• Must be in place each year through 2016-17	• DEAC Corner Web Page • DEAC Recommendations from Pilot Districts
School Improvement Panel (ScIP)		ScIPs including principals/APs/VPs must be formed in all schools to oversee & support teacher evaluation, mentoring, & PD	• Must be in place by August 31	• ScIP Overview • ScIP Guidance 1.0 • ScIP Corner Web Page
Tenure Implications		Various interventions for educators rated Ineffective or Partially Effective; see resource	• See CAP section above and resource adjacent	• Summary of Legal Requirements for Principal Evaluation and Tenure Cases
Data Submissions	Staff Evaluation Data	Districts must submit staff data for schools and assigned leaders	• Must be done by specified date each summer; practice submission window occurs prior to official due date	• NJ SMART Staff Submission Page

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New Jersey Department of Education (3-15)